



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

*December 22, 2020*

### **ADDENDUM #1**

RFP No.: 0418

Receipt Date: January 6, 2021

**TO PROVIDE TECHNICAL ASSISTANCE AND RELATED MANAGEMENT SERVICES AS NEEDED BY JPDCD TO ALL TYPES OF HUD ELIGIBLE PROGRAMS, INCLUDING BUT NOT LIMITED TO INFRASTRUCTURE, ECONOMIC DEVELOPMENT, HOUSING, PROVISION OF PUBLIC SERVICES AND RESILIENCY IN JEFFERSON PARISH FOR THE DEPARTMENT OF COMMUNITY DEVELOPMENT.**

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### **CLARIFICATIONS AND ADDITIONS:**

The advertisement incorrectly stated "Citizen's Affairs" the correct department is the Jefferson Parish Department of Community Development.

**Regarding Resolution No. 136353 (Amends Resolution No. 113646) General Conditions and Agreement for the Purchase of Materials, Supplies or Services and Public Work Projects:**

1. Page 21, Section 17. Liquidated Damages - What would be the amount of liquidated damages, if any, as the proposal does not state?

**Answer:** *Liquidated damages do not apply to this RFP.*

2. Page 32, Section 39. Insurance and Indemnification - Is Indemnity Section 39 limited to third party claims as the Parish has several remedies throughout the contract for any direct claims between itself and the potential Contractor?

**Answer:** *Our standard indemnity provision states that a proposer must indemnify the Parish for claims asserted by any party for negligent acts of the proposer in connection with the Performance Agreement, per Resolution No. 136353.*

### **Regarding Financial Statements**

3. Page 10, Section 1.7 Proposal Response Format – Financial Profile - Our firm does not currently have audited financial statements for the past 3 years; however, we do have financial statements for the past 3 years which have been professionally prepared in accordance with Generally Accepted Accounting Principles, as well as certifications from a credible third-party institution detailing our financial resources and stability. Please confirm that respondents may satisfy the requirement to demonstrate financial stability through the

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



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submission of such artifacts, as an acceptable alternative to 3 years of audited financial statements, as long as the information submitted presents clear and demonstrable evidence of the firm's financial stability.

**Answer:** See section 2.6 Financial Profile – Firms are requested to submit documentation from the past 3 years demonstrating firm's financial stability. Documentation **MAY** include audited financial statements, including balance sheets, income statements, documentation regarding retained earnings, assets, and liabilities, etc. Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be **assigned a higher score**. Proposals which lack the description of the company's financial status or required certification of bonding and insurance requirements may be **assigned a lower score**.

### **ADDITIONS OR CHANGES:**

Please remove the Signature Page and replace with the attached revised Signature Page.

Please remove the "Request for Proposal Affidavit" and replace with the attached Revised Affidavit that shows "STATE OF".

Sincerely,

***Sidney Duffy***  
Sidney Duffy, Buyer II  
Jefferson Parish Purchasing Department

### **RFP SUBMISSION:**

Proposer **must** acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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ADDENDUM #1  
REVISED  
DESCRIPTION  
ON  
SIGNATURE  
PAGE

**Request for Proposals #0418**

**Provide Technical Assistance and related Management Services**

**SIGNATURE PAGE**

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in **providing the services described herein apply as needed by JPDCD to all types of HUD eligible programs, including but not limited to infrastructure, economic development, housing, provision of public services, and resiliency** in Jefferson Parish for the Jefferson Parish Department of Community Development.

**Request for Proposals will be received until 3:30 p.m. Local Time on: January 6, 2021.**

Acknowledge Receipt of Addenda: Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Type Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.



**Request for Proposal**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a proposal in response to RFP Number \_\_\_\_\_, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.